



Administrative Policies and Procedures: 21.6

Subject:	Library Administration and Supervision at DCS Juvenile Justice Facilities
Authority:	TCA 37-5-105, 37-5-106; 4-3-2603, 4-3-2606
Standards:	ACA: 3-JTS-5E-02; DCS Practice Standards: 6-402, 8-306
Application:	To All Department of Children's Services Youth Development Center Superintendents, Principals, Educational Personnel, Librarians and other Employees as Appropriate

Policy Statement:

Each Youth Development Center shall make available to each student a library that meets all requirements stated in the Tennessee Department of Education's **Rules, Regulations and Minimum Standards for the Governance of Tennessee Public Schools**.

Purpose:

To ensure a process for the operation of a library program in juvenile justice facilities to include acquisition of materials, availability and staffing.

Procedures:

A. Selection of library materials	<ol style="list-style-type: none">Supervisors, educators, principals, and librarians must select library materials to meet the educational, informational, and recreational needs that students express.Appropriateness of library materials Library materials must:<ol style="list-style-type: none">Include racial and ethnic interests;Be age-appropriate for the students;Be suited for various levels of competency.
B. Qualified supervision	Principals and DCS group home supervisors must ensure that their facilities have a qualified person to coordinate and supervise library services, either full-time or part-time.

C. Service provided	<p>1. Needs-based acquisitions</p> <p>The library coordinator or supervisor must use and document a systematic approach to determine what library services are needed by the population and to acquire continuously materials that meet those needs.</p> <p>2. Easy access of materials</p> <p>The library coordinator or supervisor must:</p> <ul style="list-style-type: none">a) Logically organize the materials,b) Provide information services for locating facts as needed, andc) Provide a reader's advisory service. <p>3. Environmental design</p> <p>The library coordinator or supervisor must ensure that library space is functional in design and appearance so that the atmosphere is congenial.</p> <p>4. Promotion of use</p> <p>The library coordinator or supervisor must promote the use of library materials.</p> <p>5. Internet access</p> <p>Content-filtered Internet access should be available for student use in all Youth Development Center libraries. (Refer to DCS Policy <u>21.17 School Internet Safety.</u>)</p>
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Forms:	<i>None</i>
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Collateral documents:	<i>Rules, Regulations and Minimum Standards for the Governance of Tennessee Public Schools; (www.state.tn.us/sos/rules/0520/0520.htm)</i>
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